



SAN JOAQUIN VALLEY LIBRARY SYSTEM

Administrative Council Meeting December 5, 2025

APPROVED MINUTES

A. COUNCIL OPENING

1. Heidi Clark (Tulare Public), called the meeting to order at 10:01 am.
2. Roll Call
 - i. Council present: Jeannette Davis (Coalinga-Huron), Sally Gomez (Fresno County), Tanya Russell (Kings County), Krista Riggs (Madera County), Matt Johnson (Mariposa County), Amy Taylor (Merced County), Rebecca Jauregui (Porterville), Darla Wegener (Tulare County), Heidi Clark (Tulare Public).
 - ii. Council absent: Andie Sullivan (Kern County)
 - iii. Staff Present: Chris Wymer (SJVLS), Kevin Nelson (SJVLS), Rachel Nelson (SJVLS),
 - iv. Guests: Brian Henderson (Henderson CPA), Lisa Lindsay (California State Library), Terrance Eckman (Fresno County).
3. Introductions
 - i. Staff introductions were conducted.
4. Agenda Adoption
 - i. Adoption of the Amended Agenda
 1. Motion to Adopt Agenda – Taylor (Merced County)
 2. Johnson (Mariposa County) seconded.
 3. Motion passed.
5. Public Comment
 - i. None.

B. CONSENT AGENDA

1. Motion to approve the draft minutes of October 10, 2025, and the Financial Update report.
 - i. Motion made by Gomez (Fresno County)
 - ii. Riggs (Madera County) seconded.
 - iii. Motion passed.

C. ITEMS FOR INFORMATION AND ACTION

1. Changes to Delivery Services

- i. Wymer informed Administrative Council that Fresno County Public Library informed SJVLS about a change in rates for Fresno County ITSD Stop Mail to deliver materials to Coalinga-Huron. Fresno County ITSD audited the cost for Stop Mail services and discovered they were under charging for the services when compared to their actual cost to operate Stop Mail. As a result, they gave notice to Fresno County Public Library that they would have to increase the rate charged and it would be retroactive to July 1, 2025.
- ii. Wymer informed Administrative Council that Fresno County Public Library's Business Manager provided two options for continued delivery to Coalinga-Huron. The first option was to continue delivering materials through Stop Mail at the new rate. This option would increase the estimated budget expenditure for delivery services by \$40,527, for a total cost of \$285,837. The second option was to stop using Stop Mail and add Coalinga-Huron to normal system delivery. This option would increase the estimated budget expenditure for delivery services by \$30,776, for a total cost of \$276,086.26. This option would require the creation of a second South Valley delivery route and Fresno County Public Library would need to add an additional van to their fleet.
- iii. Under the second option, the South Valley delivery route would be split in two. One route would be delivered to Tulare County, Porterville City, and Kern County. The second route would be delivered to Tulare Public, Kings County, and Coalinga-Huron. An additional van would ensure all deliveries occur, even during periods when a van is undergoing service, or repairs.
- iv. Wegener commented that this was an odd time to make changes to costs and services, which should occur as a part of the regular budget process. She's uncomfortable with the fact that this change is arbitrary and unexpected, and it doesn't seem appropriate to retroactively increase charges when it was Fresno County ITSD's billing mistake. Gomez shared background information about why the audit happened, and how Fresno County ITSD bills other departments. Recently, there have been a lot of changes in the organization of Fresno County ITSD, and one of the things they did after the change was to audit their charges for services, which led to this discussion. Gomez acknowledged the timing was difficult and that the best course of action is to add Coalinga-Huron to system delivery.
- v. Davies asked if there was a way to negotiate on the retroactive charges for Stop Mail. Gomez said it was possible, and they could ask Fresno ITSD and see what their response is.
- vi. Henderson noted that delivery services costs are estimated and each fiscal year the actual charges for delivery have been slightly less than what was budgeted. When actual costs are realized, there's a possibility that the increase will not be as much as is estimated. Also, there are enough cost savings in this year's budget that the increased delivery costs will not result in an additional bill to members. The bigger question is how we handle the additional cost as a part of next year's budget.

- vii. Davies asked if it would be possible to also deliver materials directly to Huron in addition to Coalinga. Gomez said it's something that could be considered, but there wouldn't be an answer or more information available during the meeting. Wymer noted that based on past precedent with Madera's mountain branches, making an additional stop to deliver materials to Huron would be considered a premium charge. Davies is interested in exploring the option.
- viii. Henderson commented that the argument could be made to challenge the retroactive charges from July 1 to December 1, given that we were not provided notice about the change and given an opportunity to move in a different direction. He mentioned that ITSD may not accept the challenge, but it's something SJVLS can try.
 - 1. Taylor (Merced County) motioned to approve the proposed change to System Delivery to take over delivery of materials to Coalinga-Huron from Fresno County Stop Mail, approve the proposed changes to the South Valley Delivery route to add a second route, approve a budget modification to increase expenditures for delivery services in the amount of \$30,776 for a total expenditure of \$276,087, with the increase being deducted from SJVLS's fund balance, and to dispute the retroactive charges from Fresno County ITSD.
 - 2. Wegener (Tulare County) seconded.
 - 3. The motion passed.
- 2. Reimburse Merced's Tech Reserve
 - i. Wymer informed Administrative Council about the history of billing challenges with Merced's ECF hotspot and laptop lending program through T-Mobile, as well as the recent resolution to resolve the billing dispute. When Merced's lending program started, they were approved for monthly service charges for 50 hotspots and 50 connected Chromebooks in the first and third funding windows. The third window funding would provide an additional 6 months of service once the first window ended. At the beginning of the program, Wymer believed the first window funding was valid through December 2023, and the third window funding would cover January – June 2024. That understanding was incorrect. The first window funding ended in June 2023, at which point the third window funding began and extended through December 2023. Further complicating matters, an uncorrected clerical error by USAC staff meant only 56 of the 100 devices were approved for funding in the third window.
 - ii. When the lending program began in March 2023, T-Mobile billed Merced for 150 billing numbers, when there were only supposed to be 100 devices with service. Wymer immediately began trying to clarify the additional 50 lines, with the intent of removing them from the account, because their service wasn't funded. Despite multiple requests, T-Mobile never identified all the lines on the account in a way that would allow us to determine which lines to cancel.

- iii. Further complicating matters, at the beginning of June 2024, Merced asked to cancel all billing lines effective at the end of June, because funding for the service was ending. Rather than stop service at the end of the month, T-Mobile immediately cancelled all billing numbers. After a meeting between SJVLS, Merced County, and T-Mobile staff, it was agreed that service would be restored for the ECF funded devices through the end of June, and then those lines would be cancelled. Wymer signed an agreement to restore services, believing the remaining lines would be cancelled. Unfortunately, that was not the case, and billing continued past June 2024. Billing was finally stopped in August 2025.
 - iv. Eventually, T-Mobile supplied a document with full usage statistics for all billing numbers. Wymer was able to locate 50 billing numbers that never used service during the program. Wymer compiled a document that detailed what was funded, and for when, along with a proposal to resolve the outstanding amount owed to T-Mobile. His proposal was to dispute the monthly charges on the 50 billing numbers with no usage during the program. Those would represent the 50 devices that weren't ordered or funded under ECF. He also proposed disputing all billing after June 2024, since those lines were supposed to be cancelled at that time. Assuming the ECF credits applied on the account were accurate, the remaining \$21,792.53 would represent the monthly charges for the devices not funded in the third window of ECF, plus the unfunded period from January to June 2024.
 - v. SJVLS and Merced County agreed to split the balance owed, with Merced's portion being paid from their tech reserve and SJVLS's portion being paid from Fund Balance. Because SJVLS's portion exceeded \$10,000, Wymer needed to get Administrative Council approval for the payment. Merced paid the full balance owed from their tech reserve to resolve the outstanding balance. Wymer is now requesting approval to reimburse Merced for SJVLS's share of the balance owed.
 - 1. Wegener (Tulare County) motioned to approve the recommended action of reimbursing Merced's tech reserve in the amount of \$10,897 from SJVLS's Fund Balance.
 - 2. Riggs (Madera County) seconded.
 - 3. The motion passed.
3. CLSA Advocacy
- i. Wymer gave an update on the impact of the reduction in CLSA funds and what the cooperative system chairs are working on to advocate for a restoration or increase in funding. Currently, the California Library Association Legislative Committee is advocating to increase CLSA funding from \$1.88 million to \$5 million. As a group, the cooperatives are preparing a presentation for the California Library Services Board informing them about the different services CLSA funds, and the value those services have on local communities.

- ii. To go with those advocacy efforts, Wymer asked if Administrative Council members would attend the next CLSB meeting and provide public comment with real life examples of what CLSA funds mean for their patrons and communities. If possible, Wymer mentioned it would be beneficial to have patrons provide public comments about the benefits as well, to help tell the story of the impact of the funding.
 - iii. Wegener asked if Wymer would inform Administrative Council when the meeting is scheduled, so they don't forget about it. Wymer will ask the State Library to send the meeting appointment to all SJVLS directors when the meeting notice is published. That way it's on all calendars without requiring extra effort by each director.
- 4. Student Success Cards
 - i. Wegener wanted to start a discussion about what steps are needed to implement the Student Success Card initiative. Local libraries have not received any funding to assist with implementing the program, and the school districts she's contacted were not aware of it. There are a lot of challenges to implement this program, including the lack of clear guidelines from SJVLS about how to create these cards. Before working with schools, Wegener would like to see guidance on how to create borrower records for this initiative.
 - ii. Wymer shared some of his concerns about the program and roadblocks to creating these accounts. One of his biggest concerns is making sure the sharing of personally identifying information is done in a secure way and with proper approvals from parents and the schools. He's also concerned about making sure student information is deleted on a regular basis. Another concern is what to do with students whose parents already got them a library card. Creating second accounts for this program could interfere with accurate reporting to the State Library, because some borrowers would be counted twice in the reports of the number of registered child borrowers. Another concern is assigning barcode numbers to these accounts. If student ID numbers are used as barcodes, students will not be able to login to resources that authenticate using a barcode prefix, which was the preferred authentication method used by the State Library for the resources they provided. Additional concerns were who will do the batch loads of student records, who resolves errors in the batch load utility, and will staff be able to update records from schools into a format to load into Horizon?

- iii. Riggs shared that she thinks this is a positive initiative that can be implemented within the requirements of the state. She attended a Student Success Cards Communities of Practice meeting that gave her a lot of information and ideas that addressed a lot of her concerns. She contacted the school districts in Madera County and described what she'd like to do to create the cards, and the school districts are on board. Madera County will send out links to their library card application to each district, and the schools will share the link and information about signing up for a card with all 3rd grade classes. Madera will create borrower records for all forms that are filled out and returned and send the library cards back to the school to pass out to students.
- iv. Wegener shared her thoughts on the initiative. She believes the intent of the initiative was to take a more proactive approach to creating library cards for students that didn't rely on having schools and parents passively create cards if they're requested. In the past, the passive approach only created a small number of accounts. She'd like to see directions on different approaches to creating student cards that SJVLS members can follow.
- v. Johnson gave an update on his attempts to work with school districts to create these accounts. His school district is hesitant to enter into an agreement to share student information with the library. He also asked a question about how to track yearly signups if we're only using a student success card bstat to indicate the type of account created. Wymer explained that reports could be created that count borrowers with a creation date in the current fiscal year who have a student success card bstat. That would allow us to track cards over multiple years. As a bonus, bstats are not a part of circulation rules, so adding them doesn't require changes to the rules to include the new codes.
- vi. Taylor shared Merced's approach to creating student success cards. Merced has worked closely with their largest school district to create a process where Merced County Library provides a copy of their library card application, and the school populates the application with student information. The filled in application is given to parents as a part of the forms packet distributed to parents during back-to-school night. The teachers collect the applications from students and give them to the library to create cards. This way parents see and approve of the library card being issued and it streamlines the process. The problem she's encountering is not every school district in Merced County has the capability to do this process. She also shared that they're working with their largest school district to include a part of the start of the year forms to ask parents if they'd like to opt-in to getting their child a library card, and then the school district will provide that information to the library to create the card.
- vii. There was additional conversation about what privileges these cards would provide students, and what is the best method to handle the process. SJVLS will create student success card bstats for all members, and they will work with Merced to test a batch load process.

D. STAFF REPORTS

1. Chair
 - i. Heidi signed documents from the State Library on behalf of SJVLS.
2. State Library
 - i. Please refer to the report shared by Lisa Lindsay from the California State Library.
3. Administrative Librarian
 - i. Wymer has been working with other cooperative administrators to prepare a presentation to CLSB about CLSA funds and their value to cooperative systems like SJVLS.
 - ii. Wymer informed Administrative Council that he attended CLA for a day. He spent his time meeting with all the ILS vendors present at the conference. He spoke with 5 vendors in total.
 - iii. Wymer gave an update on the RFQ for Microsoft Licenses. The RFQ is open and will close on December 12, 2025.
 - iv. Wymer informed Administrative Council that SJVLS enabled enriched content from Syndetics Unbound for eBooks and eAudiobooks. There is a small bug that prevents the enriched content from displaying, and he's working with SirisDynix to fix it.
 - v. Wymer gave an update on the BLUEcloud Analytics migration. Most of the reports are migrated, and Wymer's asked JSAs to start comparing the Analytics reports are a match with the Jasper Report.
 - vi. Wymer's final update was that there has been progress on acquiring the sjvls.ca.gov domain. The State Controller's Office recognized that SJVLS is a JPA that qualifies and asked us to submit our financial report for this fiscal year. Once that's received, we'll be able to move forward with the domain request.
4. SJVLS – System Administrator
 - i. Nelson let Administrative Council know that she's been with SJVLS for 4 weeks and she's been doing a lot of training and shadowing to learn the system. She's starting to take on simple tickets and other tasks.
5. Senior Network Systems Engineer
 - i. Nelson informed the committee that SJVLS received the funding commitment decision letter for the 2025 Category 2 E-Rate project.
 - ii. Nelson informed Administrative Council about a recent update from Dell. The Secure Boot certificate in Dell PCs needs to be updated, because it expires in 2026. It will require all PCs to be updated with a new certificate. The system office is currently testing the upgrade and will provide instructions for members when they're ready.
 - iii. Nelson let Administrative Council know that his team put in a disconnect request for the CalNet circuit at Yosemite. Yosemite was the final TI branch on the network and was the final circuit on the CalNet account. This means the account can be closed, and we no longer have any TIs on the network. This was made possible by the single-branch firewalls that were purchased last year.

E. DIRECTOR'S COMMENTS

1. Russell (Kings County)

- i. The Hanford Branch has fully moved to their temporary location. Demolition started at both Hanford and Lemoore. Construction will last 12-14 months.
2. Gomez (Fresno County)
 - i. Fresno County still has lots of ongoing projects. Their infrastructure projects will require a lot of changes including moving collections and people into new locations during construction.
 - ii. Clovis and Reedley construction projects have started. They are also working on renovating their new Politi location.
3. Wegener (Tulare County)
 - i. Tulare County's Winter Reading challenge will start soon, and they expect good participation from their community.
 - ii. The Tulare County Library Book Festival is coming up on February 28, 2026. Everyone is welcome to attend. This year non-profits and community groups will be inside the library with vendors outside the library.
 - iii. Springville branch construction has been extended into February due to delays. They hope to start talking with SJVLS about installing circuits in January.
 - iv. Orosi and Alpaugh's renovations are currently in plan check.
4. Taylor (Merced County)
 - i. Hosted an author event with Jordan Morris and Galen Josephson.
 - ii. They are going to request to increase days and hours of operation for the Jerry O'Banion and Livingston branches. She's hoping the CENIC circuit can be fixed soon.
 - iii. They just purchased Chomp Saws which are cardboard cutters to use with their youth programming in the library.
5. Riggs (Madera County)
 - i. Their main priority is figuring out what to do with Baker and Taylor closing. They're working on setting up orders through Ingram, but they are ordering through Amazon in the meantime. They met with Fresno County collection development staff to get advice on setting up new vendors.
 - ii. They recently received funding through the Infinite Sums grant to do programming around Pi Day, and other math concepts.
 - iii. Madera found a temporary location for the period when the North Fork branch closes for renovations. Using the building is currently stalled in the planning and approval process.
 - iv. They were approved by the San Joaquin Valley Air Board to get air purifiers for 3 of their branches.
6. Davies (Coalinga-Huron)
 - i. She's been learning her new library system and welcomed all other directors to reach out and say hello.
7. Johnson (Mariposa County)

- i. Mariposa received a grant from the John Henry Elridge Jr. Foundation to bolster our children's collection and programming. The only reporting requirement is an essay about how the funds were used.
 - ii. The Friends of the Library is hosting a community read-aloud where influential community members come in and read a holiday story. There are also refreshments and tree lighting. It's a big event for the community.
 - iii. Next week he will present an annual report to their Board of Supervisors of their accomplishments.
 - iv. He's hoping to host an all-staff training day in December.
 - v. He's also participating in the Rural Health Connections initiative that provides health related materials for their collections and health related technology items.
 - vi. They're going to offer tax preparation services for their community. They need to find enough volunteers to be trained and do initial review of documents when patrons come in for the service before they're passed on to certified tax preparers.
- 8. Clark (Tulare Public)
 - i. They've been doing their 4th grade visits to the library. It's always fun to welcome students to the library.
 - ii. Their Friends of the Library book sale is happening today and tomorrow.
 - iii. She will have another tech staff member re-joining her team in January. She's excited to not have to handle all tech-related issues and updates.
 - iv. Tulare Public's collection development policy was approved by the State Library.

F. CALENDAR ITEMS

- 1. Date and location for next Administrative Council Meeting
 - i. February 6, 2026, online via Microsoft Teams.

G. ADJOURNMENT

- 1. The meeting was adjourned at 12:29 p.m.